This Computes!

To DENY PENDING CASES that were converted:

1) From Primary Option Menu, choose ELIGIBILITY, you will receive patient ID screen, type in patient name and <enter>

2) You will be returned a message box. Choose establish new program eligibility period. If the client already has a pending eligibility period, then choose the most current one and skip 3).

3) At Pending Eligibility Screen, for Pending Eligibility Type: choose: Eligibility Period Only and save.

4) System returns you to the Pending Eligibility Branch Menu, select Eligibility Menu. From client's chart, determine reason for denying client eligibility (either financial, residential or medical eligibility)

5) From Eligibility Menu, choose the appropriate screens and fill out screen. (Example: If client is not medically eligible, complete the medical eligibility screen) Save.

6) You will be returned to Eligibility Menu

7) Choose Client Eligibility. At Client Eligibility screen, choose Status: DENIED. Enter Date denied, the program begin date defaults, you may change if necessary. Enter Reason, Determined by and Save.

8) You will be taken to a pop up message box as to whether you want to do a NOA, CCS72 or Quit.

If you accidentally QUIT and need to print the letter go in through Event Tracking, Send Correspondence and generate letter that way.